



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, शनिवार, 11 मई, 1985/21 वैशाख, 1907

हिमाचल प्रदेश सरकार

LABOUR AND EMPLOYMENT DEPARTMENT

NOTIFICATION

*Shimla-2, the 11th April, 1985*

No. Shram 3(2) (b) 4/77.—Whereas the draft of the H.P. Motor Transport Workers Rules, 1986 were published as required under section 40 of the Motor Transport Workers Act, 1961 in the H.P. Rajpatra on 2nd July, 1977 vide Labour Department's notification No. LEP (Lab) (3)-2 (b) 4/77 dated the 9th May, 1977 for inviting objections and suggestions from the persons likely to be affected thereby before the expiry of six weeks from the date of publication of the notification in the Rajpatra Himachal Pradesh;

And whereas the objections and suggestions received within the stipulated period have been considered by the Government;

Now, therefore, in exercise of the powers conferred by section 40 of the aforesaid Act, the Governor of Himachal Pradesh is pleased to make the following rules, namely:—

## RULES CHAPTER I PRELIMINARY

HIMACHAL PRADESH

1. *Short title and commencement.*—(1) These rules may be called the Himachal Pradesh Motor Transport Workers Rules, 1985.

(2) These rules shall come into force at once.

2. *Definitions.*—(1) In these rules, unless the context otherwise requires,—

(a) “Act” means the Motor Transport Workers Act, 1961 (27 of 1961);

(b) “Form” means a form appended to these rules;

(c) “Inspector” means an officer appointed under section 4 of the Act and includes a Chief Inspector;

(d) “qualified Medical Practitioner” means a person having a certificate granted by an authority specified in a schedule to the Indian Medical Degree Act, 1916 notified under section 3 of that Act or special Schedule to the Indian Medical Council Act, 1956 and includes any person having a certificate granted under the Indian Medical Council Act;

(e) “Schedule” means a Schedule annexed to these rules;

(f) “section” means a section of the Act;

(g) “Undertaking” means a Motor transport undertaking.

HIMACHAL PRADESH

(2) All other words and expressions used but not defined in these rules and defined in the Act shall have the meanings respectively assigned to them in the Act.

3. *Interruptions during running time.*—Any interruption of less than 15 minutes shall be counted towards running time.

## CHAPTER II REGISTRATION OF MOTOR TRANSPORT UNDERTAKING

4. *Application for registration.*—Every employer of the undertaking shall, within not less than thirty days before the date on which he proposes to operate the undertaking, submit to the Chief Inspector or an Inspector duly authorised by him in this behalf an application in Form No. 1 in duplicate for the registration of the undertaking and grant a certificate of registration:

Provided that in the case of an undertaking existing immediately before the commencement of these rules, such application shall be made within sixty days from such commencement:

Provided further that where an undertaking has units operating in more than one State, the employer of the undertaking shall apply for registration to the Chief Inspector or the Inspector, as the case may be, of the State in which its headquarters office is located.

5. *Grant of Certificate of Registration.*—A certificate of registration for an undertaking shall be granted by the Chief Inspector or an Inspector of the respective circle/districts duly

authorised by him in this behalf in Form No. II on payment of fees as specified below:—

For maximum number of Motor Transport Workers to be Employed during the year	Fees for grant of certificate of registration
5	Rs. 10.00
25	Rs. 25.00
100	Rs. 100.00
250	Rs. 250.00
500	Rs. 500.00
1000	Rs. 1000.00
1500	Rs. 1500.00

Provided that if at any time the Act is made applicable to an undertaking employing less than 5 persons, the fee shall be 5 rupees.

6. *Validity of certificate of registration.*—Every certificate of registration granted under rule 5 or renewed under rule 8 shall remain in force upto 31st December of the year for which the certificate is granted or renewed.

7. *Amendment of certificate of registration.*—(1) The certificate of registration granted under rule 5 may be amended by the Chief Inspector or an Inspector duly authorised by him in this behalf.

(2) An employer shall, within thirty days of the day when the cause of amendments arises, submit to the Chief Inspector or an Inspector duly authorised by him in this behalf an application stating the nature of amendment and reasons therefor.

(3) The fee for the amendment of the certificate of registration shall be five rupees plus the amount, if any, by which the fee that would have been payable if the licence had been originally issued in the amended form exceeds the fee originally paid for the certificate of registration.

8. *Renewal of certificate of registration.*—(1) Every employer shall apply to the Chief Inspector or an Inspector (duly authorised by him in this behalf) for renewal of the certificate of registration before its validity expires.

(2) Every such application shall be in Form No. 1 in duplicate, and shall be made not less than sixty days before the date on which the certificate of registration expires and if the application is so made, the undertaking shall be deemed to be duly registered until such date as the certificate of registration is renewed.

(3) The fees chargeable for renewal of certificate of registration shall be the same as for the grant thereof:

Provided that if the application for renewal is not received within the time specified in sub-rule (2), a fee of twenty-five per cent in excess of the fee ordinarily payable for the certificate or registration shall be payable for such renewal:

Provided further that in cases where the Chief Inspector or Inspector is satisfied that delay in submission of the application is due to unavoidable circumstances beyond the control of the employer, he may reduce or remit, as he thinks fit, the payment of such excess fee.

9. *Transfer of certificate of registration.*—(1) An employer holding a certificate of registration may, at any time, before the expiration of its validity apply for permission to transfer the certificate to another person.

(2) Such application shall be made to the Chief Inspector or an Inspector (duly authorised by him in this behalf) who shall, if he approves of the transfer, enter upon the certificate of registration under his signature an endorsement to the effect that the certificate of registration has been transferred to the person named.

10. *Procedure on death or disability of employer.*—If an employer holding a certificate of registration dies or becomes insolvent, the person carrying on the business of the undertaking shall not be liable under the Act during such time as may reasonably be required to allow him to make an application for the amendment of the certificate of registration under rule 7 in his name.

11. *Issue of duplicate certificate of registration.*—Where a certificate of registration granted or renewed under rule 5 or rule 8, as the case may be, is lost, defaced or accidentally destroyed, a duplicate may be granted on payment of a fee of five rupees.

12. *Payment of fees.*—(1) All fees to be paid under these rules shall be paid into the local treasury under the head of account “0.87 Labour and Employment Fee realised under the Motor Transport Workers’ Act”, and receipt obtained which shall be submitted along with the application.

(2) If an application for the grant, renewal, amendment or issue of a duplicate of a certificate of registration is rejected, the fee paid shall be refunded to the applicant.

13. *Marking of the registration number on the Vehicles.*—The registration number of the undertaking shall be marked on the left hand side of every vehicle in lettering .076 metre high and .013 metre thick.

### CHAPTER III

#### INSPECTING STAFF

14. *Qualifications of an Inspector.*—(1) No person shall be appointed as an Inspector unless he,—

(a) in the case of direct appointment:—

(i) is not less than 25 years,

(ii) must be a graduate,

(iii) preferably obtained a degree or diploma in social service from institutions of Social Welfare and Business Management, Calcutta or the Tata Institute of social Service, Bombay,

(iv) has worked as a Labour or Welfare Officer in any industrial establishment or Government Department for a minimum period of two years,

(b) in the case of an appointment by promotion:

(i) possesses a degree of a recognised university, and

(ii) has an experience of working in the Labour Department for a minimum period of two years.

(2) Notwithstanding anything contained in sub-rule (1) the Government may appoint a Labour Inspector or any other Officer of the Labour Department of a rank higher than that of Labour Inspector as an Inspector for the purpose of section 4.

15. *Powers of Inspectors.*—An Inspector shall for carrying out the purposes of the Act, have power to do all or any of the following:—

(i) to photograph any motor transport worker, to inspect or sketch, as the case may be, any motor transport vehicle, building, room, appliance, apparatus, register or documents, which is under use or occupation of any undertaking, or anything provided for the purpose of securing health and welfare of motor transport workers;

(ii) to prosecute, conduct or defend before any court any complaint, or other proceeding arising under the Act or these rules or in the discharge of his duties as an Inspector;

(iii) to require any employer to supply or send any return or information relating to the provisions of the Act or of these rules; and

(iv) to have a person residing in a State other than one in which an offence under the Act or these rules has been committed examined through an Inspector of that State and to obtain a record of such examination.



**16. Duties of certifying Surgeons.**—(1) For the purpose of examination and certification of adolescents who wish to obtain certificates of fitness, the certifying Surgeon shall arrange a suitable time and place for the attendance of such persons and shall give previous notice in writing of such arrangements to the employers of undertakings concerned within the local limits of his jurisdiction or undertakings or class of undertakings assigned to him.

(2) The certifying Surgeon shall issue his certificates in Form No. III. The foil and counterfoil shall be filled in and the left thumb mark/signature of the persons in whose name the certificate is granted shall be taken on them. On being satisfied as to the correctness of the entries made therein and of the fitness of the person examined, he shall sign the foil and initial the counter-foil and shall deliver the foil to the person in whose name the certificate is granted who shall keep the same in his custody and on demand by an Inspector shall produce the same for inspection by him. The foil so delivered shall be the certificate of fitness granted under section 23. All counterfoils shall be kept for at least two years after the issue of the certificate.

(3) The certifying Surgeon shall upon request by the Chief Inspector, carry out such examination and furnish him with such report as he may indicate in respect of any undertaking or class of transport undertakings—

(a) cases of illness have occurred which it is reasonable to believe are due to the nature of work or other conditions of work prevailing therein, or

(b) adolescents are or are about to be, employed in any work which is likely to cause injury to their health.

(4) If the certifying Surgeon finds as a result of his examination that any person employed in any work in any undertaking is no longer fit to work for medical reasons he shall inform the employer in writing accordingly. On receipt of this information it shall be obligatory on the employer to suspend such a person from working in that work for the period recommended by the certifying Surgeon and no person after such suspension shall be employed in that work unless he is certified fit for the work by the certifying Surgeon.

(5) The employer shall afford to the certifying Surgeon facilities to inspect any work in which any person is employed or is likely to be employed.

(6) The employer shall provide for the purpose of any medical examination which the certifying Surgeon wishes to conduct at a place of the undertaking to be fixed in consultation with the representatives of the workers (for his exclusive use on the occasion of the examination) a room which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table (with writing material) and chairs.

#### CHAPTER IV

**17. Welfare and Health.**—The employer of every undertaking shall provide for the use of the motor transport workers at every place wherein 100 motor transport workers or more ordinarily called on duty every day, an adequate canteen in or near the place where the undertaking is situated, according to such standards and specifications as may be directed by the Chief Inspector from time to time.

**18. Prices to be charged.**—(1) Food, drinks and other items shall be served in the canteen and the prices charged shall be subject to the approval of a committee constituted of the representatives of workers and management.

(2) The Canteen Managing Committee shall consist of an equal number of persons nominated by the employer and elected by the motor transport workers. The number of elected workers shall be in the proportion of one for every 50 workers employed in the undertaking:

Provided that in no case shall there be more than 5 or less than 2 motor transport workers on the Committee.

**19. Rest Rooms.**—The employer of every undertaking shall provide for the use of the motor transport workers at every place wherein the motor transport workers are required to halt at night adequate number of rest rooms, according to such standards and specifications as may be directed by the Chief Inspector from time to time.

**20. Uniforms.**—(1) The drivers, conductors and line-checking staff employed in an undertaking shall be provided free by the employer with uniforms and rain-coats as specified in Schedule I.

(2) Where washing of uniforms provided under sub-rule (1) is not arranged by the employer, the staff concerned shall be entitled to a washing allowance at the rate of Rs. 2/- per month.

**21. Medical facilities.**—(1) At every operating centre and halting station (which, in the case of city service, shall include only depots and other offices) wherein 250 motor transport workers or more ordinarily call on duty during every day, a dispensary shall be provided and maintained with such equipment and drugs as the State Government may direct.

(2) The dispensary shall be in charge of a qualified medical practitioner assisted by such staff as the State Government may direct.

(3) The dispensary shall have a floor of at least 25 s.m. and smooth, hard and impervious walls and floor and shall be adequately ventilated and lighted by both natural and artificial means. An adequate supply of wholesome drinking water shall be provided.

(4) At every operating centre and halting station where less than 250 motor transport workers call on duty every day, first-aid boxes or cup-boards of the standard set out in Schedule II shall be provided. Every first aid box or cup board shall be clearly marked "First-Aid" and shall be kept stocked and in good order. These first-aid boxes or cup-boards shall be readily accessible during all working hours and shall be in charge of an employee of the undertaking trained in first-aid:

Provided that in the case of State Transport undertaking where similar facilities as are admissible to the State Government servants are provided the above provisions will not be applicable.

**22. First-aid facilities.**—First-aid box containing the equipment mentioned in Schedule III shall be provided in every motor transport vehicle. Every first-aid box shall be clearly marked "First Aid" and shall be kept stocked and in good order.

## CHAPTER V

### HOURS AND LIMITATIONS OF EMPLOYMENT

**23. Hours of work.**—(1) The Chief Inspector may on written application from an employer, subject to such conditions and for such period as he may think fit, permit motor transport workers to work for more than 8 hours in a day, 48 hours in a week but in no case more than 10 hours in a day and 54 hours in a week—

- (i) on any route of 100 kilometres or more, and
- (ii) on such festive or other occasions as may be notified by the State Government in the Official Gazette.

(2) In any case referred to in the second proviso to section 13 an employer shall not require or allow any motor transport worker to work for more than 16 hours in a day and 72 hours in a week with at least 8 consecutive hours of rest between the termination of duty and commencement of the next day.

**24. Notice of hours of work.**—(1) The notice of hours of work shall be in Form-IV.

(2) It shall be written in Hindi and English and in a language understood by the majority of workers and shall be displayed at a conspicuous place where the motor transport workers ordinarily call for duty and shall be maintained in clean and legible condition:

Provided that if the Chief Inspector is of opinion that the duty schedule or any other record maintained as a part of the routine of the undertaking gives the particulars required under this rule he may by order in writing direct that the maintenance of such record shall be sufficient compliance, with the provisions of this rule.

(3) No change in the notice of hours of work shall be allowed unless a three days clear notice is given to the Inspector indicating the contemplated change in the notice of the hours of work.

**25. Weekly Rest.**—(1) No motor transport worker shall be required or allowed to work on a day of rest fixed for him (hereinafter referred to as the said day), unless—

- (a) he has or will have a holiday for a whole day (hereinafter called the substituted day) on the one of the three days immediately before or after the said day, and
- (b) the employer has before the said day or substituted day whichever is earlier—
  - (i) delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and the day which is to be substituted; and
  - (ii) displayed a notice to that effect at the premises.

(2) Notice given under sub-rule (1) shall be cancelled by a notice at the office of the Inspector at a notice displayed at the premises of the undertaking not later than the day before the said day or the substituted day to be cancelled, whichever is earlier.

(3) Where in accordance with the provisions of sub-rule (1) any motor transport worker works on the said day and has had a holiday on one of the three days immediately before it, that said day shall, for the purpose of calculating his weekly hours of work, be included in the immediately preceding week.

**26. Compensatory holidays.**—(1) Every employer shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowing compensatory holidays during the same month or the immediately following two months and of the date thereof, at the place at which the notice of hours of work prescribed under section 18 of the Act is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(2) Any compensatory holiday or holidays to which a worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

(3) Every employer shall maintain a register of compensatory holidays in Form No. V which shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

## CHAPTER VI

### WAGES AND LEAVE

**27. Overtime.**—When any motor transport worker works for more than 8 hours on any day or more than 48 hours in any week in any case referred to in the second proviso to section 13 shall be entitled to the rate of wages in respect of overtime work at 1-1/2 times the rate of his ordinary wages subject to a maximum of one half of his ordinary wages.

*Note.*—Overtime work means any work in excess of 8 hours a day or 48 hours a week.

**28. Holidays.**—The State Government may notify in the Official Gazette the holidays which shall be granted to the motor transport workers.

**29.—Leave with wages.**—(1) Every employer shall maintain a register of leave in Form No. VI:

Provided that if the Chief Inspector is of opinion that any muster-roll or register maintained as part of the routine of any undertaking or return made by the employer, gives in respect of any or all of the workers, the particulars required for the enforcement of Chapter VI of the Act, he may by order in writing, direct that such muster-roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register required to be maintained under this rule in respect of that undertaking.

(2) The register of leave with wages shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

**30. Leave Book.**—(1) Every employer shall provide each worker with a book in Form No. VII (hereinafter called the Leave Book). The leave book shall be the property of the worker and the employer or his agent shall not demand it except to make necessary entries and shall not keep it for more than a week at a time:

Provided that if any leave card or similar record giving full particulars of the leave as shown in the leave book is issued by the employer to the motor transport worker such card or record may be accepted by order in writing by the Chief Inspector:

Provided further that in the case of State Transport Undertakings where proper leave record is maintained on the same pattern as in the State Government the providing of leave book shall not be required.

**31. Register of Workers.**—Every employer shall maintain a register of workers in Form No. VIII:

Provided that if the Chief Inspector is of opinion that any register of workers or similar record maintained as part of the routine of an undertaking gives the particulars required under this rule, he may by order in writing direct that such register of workers or record shall be maintained in place of and treated as, the register of workers required to be maintained under this rule.

**32. Muster-Roll.**—Every employer shall maintain a muster-roll of all workers employed in the undertaking in Form IX:

Provided that if the Chief Inspector is of opinion that any muster-roll or register maintained as part of the routine of an undertaking gives the particulars required under this rule, he may by order in writing direct, that such muster-roll or register maintained in place of and treated as the muster-roll required to be maintained under this rule.

**33. Overtime Muster-Roll.**—Every employer shall maintain a muster-roll in Form No. X in which shall be correctly entered overtime hours of work and payments therefor. The muster-roll shall always be available for inspection:

Provided that if the Chief Inspector is of opinion that any muster-roll or register maintained as part of the routine of an undertaking gives the particulars required under this rule he may by order in writing direct that such overtime muster-roll or register be maintained in place of and treated as the muster-roll required to be maintained under this rule.

**34. Individual Control Book.**—(1) No employer shall allow operation of any motor transport vehicle unless each motor transport worker travelling with the vehicle is provided with and maintaining individual control book in Form No. XI. The book shall be bound with the forms in duplicate and each form shall be numbered consecutively:

Provided that if the Chief Inspector is of opinion that any individual control book or similar record maintained as a part of the routine of an undertaking gives the particulars required under this rule, he may by order in writing direct that such individual control book or record be maintained in place of and treated as the individual control book required under this rule:

Provided further that in the case of State Transport undertaking it shall not be required to maintain the individual control book where similar record is maintained.

(2) Every motor transport worker travelling with the vehicle shall make entries daily in the individual control book and forward or hand over to his employer the original copy of the form not later than the first working day after completion of the week to which the form related.

(3) Every employer shall maintain the original copies of the individual control book mentioned in sub-rule (2) in separate files for each motor transport worker for a period of three years and shall produce it on demand by an Inspector.

(4) Every motor transport worker travelling with the vehicle shall carry and retain with himself the individual control book for at least 6 months after the last entry and produce for inspection on demand by an Inspector.

## CHAPTER VII

### MISCELLANEOUS

**35. Returns.**—The employer of every undertaking shall furnish to the Inspector or other officer appointed by the State Government in this behalf not later than the 1st February of the year immediately succeeding to which it relates, an annual return, in duplicate in Form No. XII.

**36. Repeal and Saving.**—The Himachal Pradesh Motor Transport Worker Rules, 1965 as applicable in the areas comprising Himachal Pradesh immediately before 1-11-1966 and Punjab Motor Transport Workers Rules, 1963 as applicable in the territories added to Himachal Pradesh after 1-11-1966 are hereby repealed but all acts done and orders issued under the rules so repealed shall, so far they are not inconsistent with these rules, be deemed to have been respectively done and issued under these rules.

## FORM No. I

(See Rules 4 & 8)

### APPLICATION FOR REGISTRATION AND GRANT OR RENEWAL OF CERTIFICATE OF REGISTRATION

1. Name of motor transport undertaking.
2. Full address to which communication relating to the motor transport undertaking should be sent.
3. Nature of motor transport service, e.g., city service, long distance passenger service, long distance freight service.
4. Total number of routes.
5. Total route mileage.

6. Total number of motor transport vehicles on the last date of the preceding year.
7. Maximum number of motor transport workers employed on any day during the preceding year.
8. Full names and residential address of the—
  - (i) proprietor and partners of the motor transport undertaking in case of a firm not registered under the Companies Act, 1956, or
  - (ii) general manager in case of a public sector undertaking.
9. Full name and residential address of the Director in the case of a company registered under the Companies Act, 1956.
10. Amount of fee Rs.....(Rupees.....)  
 paid in.....Treas: ry.....on.....(vide  
 Challan No.....enclosed).

*Signature of the Employer,*  
Date.....

*Note.*—This form should be completed in ink in block letters or typed.

## FORM NO. II

(See Rule 5)

### CERTIFICATE OF REGISTRATION TO WORK A MOTOR TRANSPORT UNDERTAKING

Registration No.....

Fee Rs.....

Serial No.....

Certificate of Registration is hereby granted to.....to operate motor transport services employing not more than.....persons on any one day during the year subject to provision of the Motor Transport Workers Act, 1961 and the Rules made thereunder.

The Certificate of Registration shall remain in force till the 31st day of December, 19.....

The....., 19, .

*Chief Inspector/Inspector.*

Date of Renewal

Date of expiry

Signature of the Chief Inspector

FORM No. III

(See Rule 16)

CERTIFICATE OF FITNESS

1. Serial No .....	Serial No.....
Date .....	Date.....
2. Name .....	I certify that I have personally examined. (Name)..... son of..... residing at..... who is desirous of being employed in the motor transport undertaking and tha this age, as nearly as can be ascertained from any examina- tion is.....years, and that he is fit for employment in motor transport under- taking as an adolescent.
3. Father's name.....	
4. Residence.....	
5. Date of birth if available and/or certified age .....	
6. Physical fitness .....	His descriptive marks are..... ..... .....
7. Descriptive marks .....	
8. Reasons for—	
(a) Refusal of certificate. ..... ..... ..... .....	
(b) Certificate being revoked..... ..... .....	

*Thumb Impression.*

Initial of certifying Surgeon

*Thumb Impression*

Certifying Surgeon.

*Note.*—Exact details of course of physical disability should be clearly stated.



## FORM No. IV

[See Rule 24)

## NOTICE OF PERIOD OF WORK FOR MOTOR TRANSPORT WORKERS FOR THE YEAR 19.....

Name of Undertaking.....

Place.....

Period of work	Total number of men employed			Total number of adolescents employed		Description of Groups		Nature of work	Day on which weekly holiday is allowed	Remarks
	A.	B.	C.	D.	E.	F.	G.	H.		
Groups	1.2.3	1.2.3	1.2.3	1.2.3	1.2.3	1.2.3	1.2.3	1.2.3		
Relays										
Hours of work on working days.										
1. From	to			A.						
2. From	to			B.						
3. From	to			C.						
4. From	to			D.						
5. From	to			E.						
6. From	to			F.						
7. From	to			G.						
8. From	to			H.						

Date on which this notice is first exhibited.

FORM No. V

(See Rule 26)

# REGISTER OF COMPENSATORY HOLIDAYS

Sl. No. in No. and Name of Register of works exempted	Weekly rest days lost due to the exempting order in				Date of compensatory holidays given in				Last rest days carried to the next year	Remarks
	Year	Jan. to March	April to June	July to Sept.	Oct. to Dec.	Jan. to March	April to June	July to Sept.		

## Form No. VI

(See Rule 29)

## REGISTER OF LEAVE WITH WAGES

Adult/Adolescent

Serial No. .... Name .....  
 Name of the undertaking ..... Father's Name .....  
 Date of entry in to service .....  
 Date of discharge .....  
 Date and amount of payment made in lieu of leave due .....

Calendar year of service	Wage period from	Wages earned during the wage period	No. of days of work performed	Leave to credit — Balance Leave of leave earned from during preceding year mentioned in col. No. 1	Total of cols. 5 & 6	Whether leave was refused from to	Leave enjoyed from to	Balance of leave rates to wages credit	Normal rates of wages	Cash equivalent of advance taken during concessional rate of food-grains & other article	Rates of wages for the leave period (Total of cols. 11 & 12)	Remarks
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Form No. VII

(See Rule 30)

# LEAVE BOOK

Serial No.....

Adult/Adolescent

Address .....

Name of Undertaking..... Date of entry into service.....

Date of discharge .....

Date and amount of payment made in lieu of leave due.....

Calendar year of service	Wage period from to	Wages earned during the wage period	No. of days of work performed	Leave to Credit	Total of cols. 5 & 6	Whether leave was enjoyed from to	Normal Cash equivalent of leave rate of wages for advantage the leave occurring period through (Total of concessional cols. 11 rate of foodgrains and other articles & 12)
				Balance of leave earned from preceding year mentioned in col. 1			

Note.—The leave book shall be made out for each worker on thick bound sheet.

## FORM No. VIII

(See Rule 31)

## REGISTER OF WORKERS

## PART I—Adults

## PART II—Adolescents

Sl. No.	Name	Father's name	Address	Nature of work	Letter of group as in notice of period of work	No. & date of certificate of fitness if as adolescent	Remarks
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## FORM No. IX

(See Rule 32)

MUSTER ROLL FOR THE MONTH OF.....  
 Name of the undertaking.....Place.....

Sl. No.	Father's name	Nature of work	For the period ending																															Remarks
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

FORM No. X

(See Rule 33)

# OVERTIME MUSTER ROLL

PART I—Overtime under first proviso to section 13.

PART II.—Overtime under second proviso to section 13.

Month ending.....19

Sl. No.	Sl. No. in the Register of Works	Name	Nature of work	Dates on which over-time has been worked	Extent of over-time each occasion	Total over-time worked	Normal hours rate of pay	Over-time rate of pay	Overtime earning	Date on which overtime payment made
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## FORM No. XI

(See Rule 34)

## INDIVIDUAL CONTROL BOOK

Week from Sunday.....to Saturday.....19 Sheet No.....

Name of the Motor Transport Worker.....

Day	Date	On duty	Time	& Place	Spread	Per	Period	Running	Time	Periods of	Hour's Inter-	Length	Circums-	Re-
(D) or	Of	End-			over	vehi-	inter-	time	spent	mete atten-	of work val	of over-	tances marks	
Rest	taking	ing			cle on	cle on	tion of	(7-8)	in sub-	dance at	(9+10+ of	time	under	
(Rest)	up	duty			road	10 mts.	or more		sidiary	terminals	11) rest	work	which	
	duty					referred	to in col.		work	of less		over time	worked	
						(f) of	section			than 15				

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

*Note.*—As per working week begins at midnight on Saturday, particulars of hours and rest on Sunday should be included in the form for the previous week and close on Sunday should be included in the form for the following week.

*Date and Signature of the Motor Transport Worker.*



FORM No. XII

(See Rule 35)

ANNUAL RETURN

YEAR ENDING 31ST DECEMBER, 19.....

1. Name of the Motor Transport Undertaking ... ..
2. Postal Address ... ..
3. \*Average number of workers employed daily ... ..  
Adults.....  
Adolescents.....
4. Normal hours worked per day ... ..  
Adults. ....  
Adolescents .....
5. What rest intervals were given? ... ..  
Adults .....  
Adolescents .....
6. The number of workers exempted from the provisions of sections 13 .....  
19 .....
7. Leave with wages—
  - (i) No. of workers who are entitled to annual leave with wages during the calendar year to which this return relates. Adults .....  
Adolescents .....
  - (ii) No. of workers who were granted leave during the year ... Adults.....  
Adolescents .....
  - (iii) No. of workers discharged or dismissed from service during the year ... Adults.....  
Adolescents.....
  - (iv) No. of discharged workers paid wages in lieu of leave Adults .....  
Adolescents .....
  - (v) Total amount of wages paid in lieu of leave ... Adults .....  
Adolescents .....
8. Compensatory holidays—
  - (i) No. of workers exempted from section 19 ... ..  
Adults .....  
Adolescents.....
  - (ii) No. of workers who received holidays in the—
    - (a) Same month ... ..
    - (b) Following month ... ..
    - (c) Third month ... ..
9. CANTEENS—  
(Number of canteens and situations) .....

\*The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days during the year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted. Attendances on separate shifts should be counted separately. Days on which the undertaking was not operating, for whatever cause, should be treated as working days.

## 10. Medical facilities—

(i) No. of dispensaries and situation	...	...	..	.....
(ii) No. of Doctors	...	...	...	.....
(iii) No. of nurses	...	...	...	.....

## 11. Rest Rooms:

(i) No. of rest rooms	...	...	...	.....
(ii) Details of accommodation, furniture and other equipment provided	...	...	...	.....
(iii) Approximate average daily attendance of workers	...	...	...	.....

Date.....

Signature of Employer.

## SCHEDULE I

(See Rule 20)

Category of staff	Particulars of article	Quantity	Period of supply
1. (i) Drivers, Conductors, Traffic Inspectors and Ticket Examiners.	(a) Cotton shirt or coat	2	} Every summer
	Cotton pant	2	
	Cotton cap or turban	1	
(ii) Cleaners, watchmen and other line checking staff if required to go with the vehicle	(b) Woollen coat	1	} Once in every three years.
	Woollen pant	1	
	Woollen cap or turban	1	
	(c) Semi-closed Chappals (Pathani type)	2 Pairs	Every year:
Provided that in places where due to climatic conditions summer clothes are not ordinarily worn, the same may not be supplied and instead of supplying winter uniforms once in every three years the same will be supplied once in 2 years.			
2. (i) Traffic Inspectors and Ticket Examiners.	Rain coat with cap	1	Once in every five years.
(ii) Cleaners, watchmen and other line checking staff if required to go out in rains for their normal work.			

*Note.*—"Inspectors" shall include "Ticket Inspectors", "Travelling Ticket Inspectors" and "Road Inspectors" and also "Controllers", "Assistant Traffic Inspectors" and "Checkers as Traffic Incharge" if required to go with the vehicle.

*Note.*—The minimum cost of summer uniform shall be Rs. 65; winter uniform Rs. 125 and of chappals Rs. 20.

## SCHEDULE II

(See Rule 21)

(A) For operating centres and halting stations wherein 10 and not exceeding 50 motor transport workers ordinarily call on duty during every day.

Each first aid-box or cupboard shall contain the following equipment:—

- (i) 12 small sterilized dressings.
- (ii) 6 medium size sterilized dressings.
- (iii) 6 large size sterilized dressings.
- (iv) 6 large size sterilized burn dressings.
- (v) 6 (14.175 gram) packets sterilized cotton wool.
- (vi) 1 (56.699 gram) bottle containing 2 per cent alcoholic solution of iodine.
- (vii) 1 (56.699 gram) bottle containing salvolatile having the dose and mode of administration as indicated on the label.
- (viii) 1 roll of adhesive plaster.
- (ix) A snake bite lancet.
- (x) 1 pair scissors.
- (xi) 1 (28.250 gram) bottle of potassium permanganate crystals.
- (xii) 1 copy of the approved first-aid leaflet.

(B) For operating centres and halting stations wherein more than 50 motor transport workers ordinarily call on duty during every day.

Each first-aid box or cup-board shall contain the following equipments:—

- (i) 24 small sterilized dressings.
- (ii) 12 medium size sterilized dressings.
- (iii) 12 large size sterilized dressings.
- (iv) 12 large size sterilized burn dressings.
- (v) 12 (14.175 gram) packets sterilized cotton wool.
- (vi) 1 snake-bite lancet.
- (vii) 1 pair scissors.
- (viii) 2 (28.250 gram) bottle of potassium permanganate crystals.
- (ix) 1 (113.398 gram) bottle containing 2 per cent alcoholic solution of iodine.
- (x) 1 (113.398 gram) bottle of salvolatile having the dose and mode of administration as indicated on the label.
- (xi) 1 copy of the approved first-aid leaflet.
- (xii) 12 roller bandages 0.0508 metre wide.
- (xiii) 12 roller bandages 0.1016 metre wide.
- (xiv) 2 rolls of adhesive plasters.
- (xv) 6 triangular bandages.
- (xvi) 2 packets of safety pins.
- (xvii) A supply of suitable splints.
- (xviii) A tourniquet.

## SCHEDULE III

(See Rule 22)

- (i) 6 small sterilized dressings.
- (ii) 3 medium size sterilized dressings.
- (iii) 3 large size sterilized dressings.
- (iv) 3 large size sterilized burn dressings.
- (v) 1 (28.380 gram) bottle containing a two per cent alcoholic solution of iodine.
- (vi) 1 (28.350 gram) bottle containing salvolatile having the dose and mode of administration indicated on the label.
- (vii) A snake-bite lancet.
- (viii) A (28.360 gram) bottle of potassium permanganate crystals.
- (ix) 1 pair scissors.
- (x) 1 copy of approved first aid leaflet.

By order,  
**HARSH GUPTA,**  
Secretary.